

## Expense Report

Report Name : CERT Retreat 2019 - Smatresk

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User Name : Smatresk, Neal J.

User ID : 11012038

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### Report Header

Policy : Travel Policy

Business Purpose : Attend CERT yearly retreat.  
To build relationships with  
potential UNT donors &  
affiliates.

Report Id : 41D2E4D4E2C144F89E6F

Report Date : 07/01/2019

Approval Status : Not Submitted

Currency : US, Dollar

\*Department : Pres-Gen (100003)

\*Project : NONE (NONE)

\*Fund Cat : Designated Operating-  
General (202)

\*Fund : Departmental Discretionary  
(885000)

\*Function : Institutional Support (550)

\*Program : NONE (NONE)

\*Purpose : NONE (NONE)

\*Site : NONE (NONE)

\*PC Business Unit : NONE (NONE)

\*Activity : NONE (NONE)

\*Report/Trip Purpose : Other (Other)

\*Final Report? : Yes (Y)

\*Does this trip contain personal travel? : Yes (Y)

\*Personal travel dates : 5/31 - 6/2 & 6/4 - 6/5

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### Airfare

| Transaction<br>Date | Expense<br>Type | Business Purpose | Vendor | City of<br>Purchase | Payment<br>Type | Amount |
|---------------------|-----------------|------------------|--------|---------------------|-----------------|--------|
|---------------------|-----------------|------------------|--------|---------------------|-----------------|--------|

|                         |                     |                                  |                   |                         |                     |               |
|-------------------------|---------------------|----------------------------------|-------------------|-------------------------|---------------------|---------------|
| 05/05/2019              | Airfare             | CERT Retreat - Spousal Travel    | Delta Air Lines   | Dallas                  | Out of Pocket       | \$77.30       |
| 05/05/2019              | Airfare             | CERT Retreat - President Travel  | Delta Air Lines   | Dallas                  | Out of Pocket       | \$77.30       |
| 05/05/2019              | Airfare             | CERT Retreat - Smatresk & Spouse | American Airlines | Boston                  | Out of Pocket       | \$649.60      |
| <b>Car Rental</b>       |                     |                                  |                   |                         |                     |               |
| <b>Transaction Date</b> | <b>Expense Type</b> | <b>Business Purpose</b>          | <b>Vendor</b>     | <b>City of Purchase</b> | <b>Payment Type</b> | <b>Amount</b> |
| 06/09/2019              | Car Rental          | CERT Retreat - Smatresk          | Avis              | Boston                  | Out of Pocket       | \$286.25      |

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|   |            |
|---|------------|
| <b>Report Total :</b>                         | \$1,090.45 |
| <b>Personal Expenses :</b>                    | \$0.00     |
| <b>Total Amount Claimed :</b>                 | \$1,090.45 |
| <b>Amount Approved :</b>                      | \$1,090.45 |
| <b>University Disbursements</b>               |            |
| <b>Amount Due User :</b>                      | \$1,090.45 |
| <b>Amount Due University Card :</b>           | \$0.00     |
| <b>Total Paid By University :</b>             | \$1,090.45 |
| <b>User Disbursements</b>                     |            |
| <b>Amount Due University :</b>                | \$0.00     |
| <b>Amount Due University Card From User :</b> | \$0.00     |
| <b>Total Paid By User :</b>                   | \$0.00     |

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# UNIVERSITY OF NORTH TEXAS®

Neal J. Smatresk, *President*

May 24, 2019

Chancellor Lesa Roe  
1901 Main Street  
Dallas, TX 75201

Dear Lesa,

I am requesting reimbursement for airfare for my wife, Debbie Smatresk, to travel with me in representation of UNT at the Chief Executives Round Table retreat. The retreat will be held in Cape Neddick, ME from June 6 - 9, 2019. This annual retreat for CERT members allows university administrators to engage with CEOs and CFOs of neighboring areas, including several university donors and affiliates. During this trip, Debbie will serve as an Ambassador to UNT while attending retreat activities.

Thank you for your consideration.

Sincerely,

Neal J. Smatresk  
President

Approved by: \_\_\_\_\_

*Office of the President*

1155 Union Circle #311425 • Denton, Texas 76203-5017 • 940.565.2026 • Fax 940.565.4322 • [www.unt.edu](http://www.unt.edu)

[EXT] Your trip confirmation-JNFVPB 31MAY

American Airlines <no-reply@notify.email.aa.com>

Sun 5/5/2019 10:56 AM

To: Smatresk, Neal <Neal.Smatresk@unt.edu>

Flights for Dr. & Mrs. Smatresk to travel to the CERT annual retreat. The initial portion of their travel was personal (from 5/31-6/2), which includes the flight leg from DFW to BUF (this half of the flight will not be reimbursed). Dr. Smatresk worked remotely on 6/3, then took personal travel time on 6/4 & 6/5. Only the BOS to DFW portion of the receipt is reimbursable. Spousal travel reimbursement allowable per approval from Chancellor. Reimbursement amount for this receipt includes \$324.80 for Dr. Smatresk & \$324.80 for Mrs. Smatresk.

Total reimbursable amount = \$649.60

Hello Neal Smatresk!

Issued: May 5, 2019

## Your trip confirmation and receipt

Record locator: **JNFVPB**

[Manage Your Trip](#)

### Friday, May 31, 2019

DFW

**7:15** PM

Dallas/Fort Worth

American Airlines 1974

BUF

**11:16** PM

Buffalo

Seats: [8E](#), [8F](#)

Class: Economy (S)

Meals: Food For  
Purchase

[Free entertainment with the American app »](#)

### Sunday, June 9, 2019



BOS  
**2:47** PM  
Boston

DFW  
**5:56** PM  
Dallas/Fort Worth

Seats: [15F](#), [15E](#)  
Class: Economy (K)  
Meals: Food For Purchase

American Airlines 1497

[Neal Smatresk](#)

AAdvantage #

Ticket # 0012352683886

[Deborah Smatresk](#)

AAdvantage #

Ticket # 0012352683887

## Your trip receipt

Master Card XXXXXXXXXXXX

### ***Neal Smatresk***

|                                |                  |
|--------------------------------|------------------|
| FARE-USD                       | \$ 577.67        |
| TAXES AND CARRIER-IMPOSED FEES | \$ 71.93         |
| <b>TICKET TOTAL</b>            | <b>\$ 649.60</b> |

### ***Deborah Smatresk***

|                                |                  |
|--------------------------------|------------------|
| FARE-USD                       | \$ 577.67        |
| TAXES AND CARRIER-IMPOSED FEES | \$ 71.93         |
| <b>TICKET TOTAL</b>            | <b>\$ 649.60</b> |

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### Baggage Information

Baggage charges for your itinerary will be governed by American Airlines BAG ALLOWANCE -DFWBUF-No free checked bags/ American Airlines BAG ALLOWANCE -BOSDFW-No free checked bags/ American Airlines 1STCHECKED BAG FEE-DFWBUF-USD0.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM 1STCHECKED BAG FEE-BOSDFW-USD0.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM 2NDCHECKED BAG FEE-DFWBUF-USD0.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM 2NDCHECKED BAG FEE-BOSDFW-USD0.00/ American Airlines /UP TO 50 LB/23 KG AND UP TO 62 LINEAR IN/158 LINEAR CM ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY

If you have purchased a NON-REFUNDABLE fare the itinerary must be canceled before the ticketed departure time of the first unused coupon or the ticket has NO VALUE.. If the fare allows changes, a fee may be assessed for changes and restrictions may apply.

You have up to 24 hours from the time of ticket purchase to receive a full refund if you booked at least 2 days before departure. You must log in on aa.com or Contact Reservations to cancel. Once cancelled, your refund will be processed automatically.[Refund Policy>>](#).

**Some American Airlines check-in counters do not accept cash as a form of payment. For more information, visit our [Airport Information](#) page.**

### SERVICE & SUPPORT ANIMAL REQUIREMENTS

For travel on or after April 1, 2019, the policy for traveling with Emotional Support and Service animals has changed Visit [Traveling with Service Animals](#) for more information.

Some everyday products, like e-cigarettes and aerosol spray starch, can be dangerous when transported on the aircraft in carry-on and/or checked baggage. Changes in temperature or pressure can cause some items to leak, generate toxic fumes or start a fire. Carriage of prohibited items may result in fines or in certain cases imprisonment. Please ensure there are no forbidden hazardous materials in your baggage like:

Some Lithium batteries (e.g. spares in checked baggage, batteries over a certain size), Explosives / Fireworks, Strike anywhere matches/ Lighter fluid, Compressed gases / Aerosols Oxygen bottles/ Liquid oxygen, Flammable liquids, Pesticides/ Poison, Corrosive material.

There are special exceptions for small quantities (up to 70 ounces total) of medicinal and toilet articles carried in your luggage, spare lithium batteries for most consumer electronic devices in carry-on baggage, and certain smoking materials carried on your person.

Certain items are required to be carried with you onboard the aircraft. For example, spare lithium batteries for portable electronic devices, cigarette lighters and e-cigarettes must be removed from checked or gate-checked baggage and carried onboard the aircraft. However, e-cigarettes may not be used on-board the aircraft.

Traveling with medical oxygen, liquid oxygen, mobility aids and other assistive devices may require airline pre-approval or be restricted from carriage entirely. Passengers requiring these items should contact the airline operator for information on use of such devices.

To change your reservation, please call 1-800-433-7300 and refer to your record locator.

#### **NOTICE OF INCORPORATED TERMS OF CONTRACT**

Air Transportation, whether it is domestic or international (including domestic portions of international journeys), is subject to the individual terms of the transporting air carriers, which are herein incorporated by reference and made part of the contract of carriage. Other carriers on which you may be ticketed may have different conditions of carriage. International air transportation, including the carrier's liability, may also be governed by applicable tariffs on file with the U.S. and other governments and by the Warsaw Convention, as amended, or by the Montreal Convention. Incorporated terms may include, but are not restricted to: 1. Rules and limits on liability for personal injury or death, 2. Rules and limits on liability for baggage, including fragile or perishable goods, and availability of excess valuation charges, 3. Claim restrictions, including time periods in which passengers must file a claim or bring an action against the air carrier, 4. Rights on the air carrier to change terms of the contract, 5. Rules on reconfirmation of reservations, check-in times and refusal to carry, 6. Rights of the air carrier and limits on liability for delay or failure to perform service, including schedule changes, substitution of alternate air carriers or aircraft and rerouting.

You can obtain additional information on items 1 through 6 above at any U.S. location where the transporting air carrier's tickets are sold. You have the right to inspect the full text of each transporting air carrier's terms at its airport and city ticket offices. You also have the right, upon request, to receive (free of charge) the full text of the applicable terms incorporated by reference from each of the transporting air carriers. Information on ordering the full text of each air carrier's terms is available at any U.S. location where the air carrier's tickets are sold or you can click on the Conditions of Carriage link below.

Air transportation on American Airlines and the American Eagle carriers® is subject to American's [conditions of carriage](#).

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NRID: 5054466256420510560472600

From:  
Sent: Monday, July 1, 2019 9:25 AM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your Flight Receipt - NEAL SMATRESK 04JUN19

Neal

Begin forwarded message:

**From:** "Delta Air Lines" <DeltaAirLines@e.delta.com>  
**Date:** May 5, 2019 at 12:57:02 PM CDT  
**To:**  
**Subject:** Your Flight Receipt - NEAL SMATRESK 04JUN19  
**Reply-To:** "Delta Air Lines" <support-b5kyd4ybfpayqkautqx8kqc7hjaqzd@e.delta.com>



Hello, NEAL

Your Trip Confirmation #: [HMZPTR](#)

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You're all set. If you need to adjust your itinerary, you can make standard changes to your flight on [delta.com](#) including time, date and destination. Explore all of your options [here](#).

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| Tue, 04JUN          | DEPART      | ARRIVE     |
|---------------------|-------------|------------|
| DELTA 5986*         | BUFFALO, NY | BOSTON, MA |
| Delta Comfort+® (W) | 11:44am     | 1:14pm     |

## TSA CHANGES - ARRIVE EARLY

Please be aware of the recent changes to [TSA screening procedures](#), including the requirement to place powder-like substances over 12oz./350ml in your checked bag when traveling on an international flight to the United States. For more information on powder restrictions, visit [delta.com](#).

In addition to these changes, many airports are experiencing a high volume of travelers, resulting in long check-in, baggage drop and security checkpoint lines. Please plan to arrive at the airport at least 2 hours prior to your departure when traveling domestically (within the U.S) and at least 3 hours prior to your departure when traveling internationally. We also encourage passengers to check-in online at [delta.com](#) or via the Fly Delta app to help avoid delays.

## NEW BRANDED BOARDING ORDER

Effective January 23, 2019, boarding order will be based on the branded fare you purchased in an effort to bring consistency and clarity to the gate and boarding experience. Please note your branded fare group before boarding. SkyMiles® Medallion® Members and eligible Credit Card Members will continue to receive priority boarding. Learn more [here](#).

## RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, Delta will no longer accept smart bags starting January 15, 2018. Smart bags with non-removable lithium-ion batteries will not be permitted as carry-on or checked baggage on any Delta mainline or Delta Connection flight. For more information, please visit our [News Hub](#).

Hoverboards or any lithium battery powered self-balancing personal transportation devices are also not permitted as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, they must be removed and carried in the cabin. Further information and specific guidelines regarding restricted items can be found [here](#).

| NAME          | FLIGHT     | SEAT |
|---------------|------------|------|
| NEAL SMATRESK | DELTA 5986 | 06B  |

Visit [delta.com](https://delta.com) or use the [Fly Delta app](#) to view, select or change your seat.  
If you purchased a Delta Comfort+™ seat or a Trip Extra, please visit [My Trips](#) to access a receipt of your purchase.

## Flight Receipt

Ticket #: [0062370824869](#)

Place of Issue: [Delta.com](https://delta.com)

Ticket Issue Date: 05MAY19

Ticket Expiration Date: 05MAY20

### METHOD OF PAYMENT

|         |             |
|---------|-------------|
| CA***** | \$77.30 USD |
|---------|-------------|

### Air Transportation Charges

|           |             |
|-----------|-------------|
| Base Fare | \$58.60 USD |
|-----------|-------------|

### Taxes, Fees and Charges

|   |            |
|---|------------|
| United States - September 11th Security Fee(Passenger Civil Aviation Security Service Fee) (AY) | \$5.60 USD |
|---|------------|

|   |            |
|---|------------|
| United States - Transportation Tax (US) | \$4.40 USD |
|---|------------|

## CHARGES

### TICKET AMOUNT

**\$77.30 USD**

#### NONREF/PENALTY APPLIES

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: BUF DL BOS58.60VAVQA0CJ USD58.60END ZP BUF XF BUF4.5

## Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

| Tue 04 Jun 2019 |                     | DELTA: BUF → BOS    |  |
|-----------------|---------------------|---------------------|--|
| CARRY ON        | FIRST               | SECOND              |  |
| FREE            | \$30 <sup>USD</sup> | \$40 <sup>USD</sup> |  |

## Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit [delta.com Restricted Items](https://www.delta.com/RestrictedItems) Section.

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### Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

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†All SkyMiles® program rules apply. To review the rules, see Membership Guide & Program Rules. Taxes and fees for Award Travel are the responsibility of the passenger and must be paid at the time the ticket is booked. Award Travel seats are limited and may not be available on all flights or in all markets. Offers void where prohibited by law. Other restrictions may apply.

### Checked Bag Allowance

\*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.



At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit [delta.com/baggage](https://delta.com/baggage). Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at [delta.com/firstbagfree](https://delta.com/firstbagfree).

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please [email](#) us to share them.

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- [Claim restrictions](#) including time periods within which you must file a claim or bring action against us.
- Our right to [change terms](#) of the contract.
- [Check-in requirements](#) and other rules established when we may [refuse carriage](#).
- Our rights and limits of our liability for [delay or failure to perform service](#) including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on [overbooking flights](#), and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these [conditions of carriage](#) on [delta.com](https://delta.com), or by requesting a copy from Delta.

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From: smatresk@gmail.com <smatresk@gmail.com>  
Sent: Monday, July 1, 2019 9:25 AM  
To: Raines, Ruby <Ruby.Raines@unt.edu>; Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your Flight Receipt - DEBORAH H SMATRESK 04JUN19

Neal

Begin forwarded message:

**From:** "Delta Air Lines" <DeltaAirLines@e.delta.com>  
**Date:** May 5, 2019 at 12:57:03 PM CDT  
**To:** smatresk@gmail.com  
**Subject:** Your Flight Receipt - DEBORAH H SMATRESK 04JUN19  
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Hello, DEBORAH H

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| NAME               | FLIGHT     | SEAT |
|--------------------|------------|------|
| DEBORAH H SMATRESK | DELTA 5986 | 06A  |

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Ticket Expiration Date: 05MAY20

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|---------|-------------|
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|   |            |
|---|------------|
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|   |            |
|---|------------|
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## CHARGES

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This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

†All SkyMiles® program rules apply. To review the rules, see Membership Guide & Program Rules. Taxes and fees for Award Travel are the responsibility of the passenger and must be paid at the time the ticket is booked. Award Travel seats are limited and may not be available on all flights or in all markets. Offers void where prohibited by law. Other restrictions may apply.

### Checked Bag Allowance

\*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit [delta.com/baggage](https://delta.com/baggage). Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at [delta.com/firstbagfree](https://delta.com/firstbagfree).

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please [email](#) us to share them.

#### Conditions of Carriage

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's [conditions of carriage](#). They include terms governing for example:

- [Limits on our liability](#) for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- [Claim restrictions](#) including time periods within which you must file a claim or bring action against us.
- Our right to [change terms](#) of the contract.
- [Check-in requirements](#) and other rules established when we may [refuse carriage](#).
- Our rights and limits of our liability for [delay or failure to perform service](#) including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on [overbooking flights](#), and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these [conditions of carriage](#) on [delta.com](https://delta.com), or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fares, promotions, information and flight updates, please visit: [delta.com/emailprograms](https://delta.com/emailprograms) or [delta.com/notifications](https://delta.com/notifications).

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Your privacy is important to us. Please review our [Privacy Policy](#).



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 390773924

RECEIPT

Your Information

|                          |                  |
|--------------------------|------------------|
| Customer Name:           | NEAL SMATRESK    |
| Wizard Number:           |                  |
| Avis Worldwide Discount: | AVIS.COM LOGIN   |
| Customer Status:         | PREFERRED/POINTS |
| Method of Payment:       | VISA XX          |
| Points Redeemed:         | 0000420u         |

Your Vehicle Information

|                        |                        |
|------------------------|------------------------|
| Vehicle Number:        | 86105600               |
| Vehicle Group Rented:  | Standard SUV-5 Pass    |
| Vehicle Group Charged: | Standard SUV-5 Pass    |
| Vehicle Description:   | WHI TOYOTA 4RUNNER AWD |
| License Plate Number:  |                        |
| Odometer Out:          | 10813                  |
| Odometer In:           | 11113                  |
| Total Driven:          | 300                    |
| Fuel Reading:          | Out 8/8  In8/8         |

Your Rental

|                   |   |
|-------------------|---|
| Pickup Date/Time: | JUN 04,2019@2:15PM  |
| Pickup Location:  | 15 TRANSPORTATION WAY<br>LOGAN INTERNATIONAL AIRPORT<br>EAST BOSTON,MA,02128,US<br>617-568-6600 |

|                   |   |
|-------------------|---|
| Return Date/Time: | JUN 09,2019@11:29AM   |
| Return Location:  | 15 TRANSPORTATION WAY<br>LOGAN INTERNATIONAL AIRPORT<br>EAST BOSTON,MA,02128,US<br>617-568-6600 |

Additional fees may apply if changes are made to your return date, time and/or location.

Your Vehicle Charges (MIN 99 HRS IF NOT MET DLY RT = 88.76 / MAX 14 DAY)

| Rate Chart:      | Free Miles: | Time and Mileage:              |
|------------------|-------------|--------------------------------|
| Miles: UNLIMITED |             | Your Discount:                 |
| Hourly: 44.40    |             | Period @ 355.04 = 355.04       |
| Ad'l day: 52.60  |             | Less 5.00% Discount = (-)17.75 |
| Period: 355.04   |             |                                |
|                  |             | Time and Mileage: 337.29       |

Your Taxable Fees

|                                |        |
|--------------------------------|--------|
| 11.11% Concession Recovery Fee | 40.71  |
| CUSTOMER FACILITY CHG 6.00/D   | 30.00  |
| PARKING SURCHARGE 0.60/RNTL    | .60    |
| MA EXCISE TX REIMB 7.75        | 26.13  |
| ENERGY RECOVERY FEE 0.60/DY    | 3.00   |
| Sub-total-Charges:             | 437.73 |
| TAX 6.250%                     | 27.36  |

Your Non-Taxable Products/Services

|                              |       |
|------------------------------|-------|
| CITY SURCHARGE 10.00/RNTL    | 10.00 |
| POLICE TRAINING FEE 2.00/RNT | 2.00  |

Your Optional Products/Services

|                          |      |
|--------------------------|------|
| Optional Services Total: | 0.00 |
|--------------------------|------|

Car rental to attend CERT retreat in remote location in Maine. Travel included personal travel on 6/4 & 6/5. Reimbursable total adjusted to remove personal expense. Rental total is for 5 days, with 3 days counting towards reimbursable business expense.

Total rate for 5 days = \$449.73 (fees of \$437.73 plus services of \$12.00)  
Rate per day = \$89.946  
Tax rate for 5 days = \$27.36  
Tax rate per day = \$5.472

Reimbursable Total = \$286.254  
Rental fee total = \$269.838  
Tax fee total = \$16.416

|                          |           |
|--------------------------|-----------|
| Your Total Charges paid: | 477.09    |
| Prepay:Voucher           | (-)340.19 |
| Prepay:Redemption        | (-)134.90 |

|                 |          |
|-----------------|----------|
| Net Charges:    | USD 2.00 |
| Your Total Due: | 0.00     |

Thank you for renting with Avis.  
For all other inquiries, please contact us at 1-800-352-7900 or www.Avis.com.  
At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.  
THANK YOU FOR BEING A LOYAL AVIS CUSTOMER. PLEASE VISIT AVIS.COM FOR YOUR MOST RECENT POINT BALANCE. PLEASE ALLOW 72 HOURS FOR POINTS EARNINGS TO POST TO YOUR ACCOUNT.

Your vehicle was rented to you by TEOFILO. Your vehicle was checked in by ABDELKRIM.

**Expense Report****Report Name : Travel Expenses: April 2019****User Name :** Smatresk, Neal J.**User ID :** 11012038**Report Header****Policy :** Travel Policy**Business Purpose :** Mileage to attend various meetings throughout the month of April.**Report Id :** CDB66987D84E4FCE920D**Report Date :** 04/01/2019**Approval Status :** Submitted & Pending Approval**Currency :** US, Dollar**\*Department :** Pres-Gen (100003)**\*Project :** NONE (NONE)**\*Fund Cat :** Designated Operating-General (202)**\*Fund :** Departmental Discretionary (885000)**\*Function :** Institutional Support (550)**\*Program :** NONE (NONE)**\*Purpose :** NONE (NONE)**\*Site :** NONE (NONE)**\*PC Business Unit :** NONE (NONE)**\*Activity :** NONE (NONE)**\*Report/Trip Purpose :** Meeting (Meeting)**\*Final Report? :** Yes (Y)**\*Does this trip contain personal travel? :** No (N)**Business Meals (Attendees)**

| Transaction Date | Expense Type               | Business Purpose     | Vendor      | City of Purchase | Payment Type  | Amount  |
|------------------|----------------------------|----------------------|-------------|------------------|---------------|---------|
| 04/29/2019       | Business Meals (Attendees) | Huddle Mtg - 4/29/19 | DONUT HOUSE | Denton           | Out of Pocket | \$19.48 |

**Car Rental**

| Transaction Date | Expense Type | Business Purpose                         | Vendor                 | City of Purchase | Payment Type  | Amount   |
|------------------|--------------|--|------------------------|------------------|---------------|----------|
| 04/24/2019       | Car Rental   | Car Rental - Legislative Sessions 042319 | AVIS RENT A CAR SYSTEM | Austin           | Out of Pocket | \$115.77 |

**Ground Transportation**

| Transaction Date | Expense Type | Business Purpose | Vendor | City of Purchase | Payment Type | Amount |
|------------------|--------------|------------------|--------|------------------|--------------|--------|
|------------------|--------------|------------------|--------|------------------|--------------|--------|

|                         |                       |   |                   |                         |                     |               |
|-------------------------|-----------------------|---|-------------------|-------------------------|---------------------|---------------|
| 04/15/2019              | Ground Transportation | Lyft - Fuzhou Trip, NetDragon & University Collaborations | Lyft              | Denton                  | Out of Pocket       | \$35.98       |
| 04/08/2019              | Ground Transportation | Lyft - Fuzhou Trip, NetDragon & University Collaborations | Lyft              | Denton                  | Out of Pocket       | \$35.19       |
| 04/04/2019              | Ground Transportation | Lyft - Attend Alumni Event in Houston                     | Lyft              | Houston                 | Out of Pocket       | \$36.47       |
| <b>Parking</b>          |                       |   |                   |                         |                     |               |
| <b>Transaction Date</b> | <b>Expense Type</b>   | <b>Business Purpose</b>                                   | <b>Vendor</b>     | <b>City of Purchase</b> | <b>Payment Type</b> | <b>Amount</b> |
| 04/24/2019              | Parking               | Parking - Legislative Sessions 042319                     | DFW Valet Parking | Irving                  | Out of Pocket       | \$67.12       |
| 04/05/2019              | Parking               | Parking - Attend Alumni Event in Houston                  | DFW Valet Parking | Irving                  | Out of Pocket       | \$33.56       |

---

|   |          |
|---|----------|
| <b>Report Total :</b>                         | \$343.57 |
| <b>Personal Expenses :</b>                    | \$0.00   |
| <b>Total Amount Claimed :</b>                 | \$343.57 |
| <b>Amount Approved :</b>                      | \$343.57 |
| <b>University Disbursements</b>               |          |
| <b>Amount Due User :</b>                      | \$343.57 |
| <b>Amount Due University Card :</b>           | \$0.00   |
| <b>Total Paid By University :</b>             | \$343.57 |
| <b>User Disbursements</b>                     |          |
| <b>Amount Due University :</b>                | \$0.00   |
| <b>Amount Due University Card From User :</b> | \$0.00   |
| <b>Total Paid By User :</b>                   | \$0.00   |

---

From:  
Sent: Wednesday, April 24, 2019 8:38 PM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: DFW Valet Parking Receipt

Neal

Begin forwarded message:

**From:** "DFW Valet" <dfwaiportvalet@gmail.com>  
**Date:** April 24, 2019 at 11:19:06 AM CDT  
**To:**  
**Subject: DFW Valet Parking Receipt**



**DFW**  
**PO BOX 610347**  
**DALLAS**  
**972-574-2407**  
**Thank you!**

**Ticket#:** 1964207  
**CheckIn D/T:** 04/23/19 09:02  
**CheckOut D/T:** 04/24/19 11:18  
**Duration Time:** 1d 02h 15m  
**Plate#**  
**Make/Model:** LEXUS/RX350  
**Color:** BLACK

**Charge:** \$62.00  
**Tax:** \$5.12  
**Total:** \$67.12

**Card Type:** MasterCard  
**Account#** \*\*\*\*\*  
**Card Holder:**  
**Ref#** 81247P  
**Order#** 61692767730  
**Total:** \$67.12

From:  
Sent: Tuesday, April 16, 2019 6:56 PM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your ride with Michael on April 15

Neal

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>  
Date: April 16, 2019 at 4:57:19 PM CDT  
To:  
Subject: Your ride with Michael on April 15



Thanks for riding with Michael!  
April 15, 2019 at 4:13 PM

Ride Details

|  |         |
|--|---------|
| Base fare  | \$1.00  |
| 43m 41s  | \$6.99  |
| 29.43 mi   | \$23.55 |
| Service fee  | \$2.85  |
| DFW Airport - Airport Fee  | \$3.00  |
| Toll: SRT (Denton Tap Main Lane Gantry) East   | \$0.59  |
| Toll: Pass Thru  | \$3.00  |
|  Airport Ride Rewards | -\$5.00 |

 Visa **\$35.98**

From:  
Sent: Tuesday, April 9, 2019 8:02 PM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your ride with Stephanie on April 8

Neal


Begin forwarded message:

**From:** Lyft Ride Receipt <no-reply@lyftmail.com>  
**Date:** April 9, 2019 at 9:40:21 PM GMT+8  
**To:**  
**Subject:** Your ride with Stephanie on April 8



Thanks for riding with Stephanie!  
April 8, 2019 at 7:53 AM

Ride Details

|  |                |
|--|----------------|
| Lyft fare (26.01mi, 46m 19s)   | \$40.19        |
|  Airport Ride Rewards | -\$5.00        |
| <hr/>  |                |
|  Visa *               | <b>\$35.19</b> |



From:  
Sent: Thursday, April 4, 2019 5:53 PM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your ride with ola on April 4

FYI

Neal


Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>  
Date: April 4, 2019 at 4:56:21 PM CDT  
To:  
Subject: Your ride with ola on April 4



Thanks for riding with ola!  
April 4, 2019 at 4:08 PM

Ride Details

|   |         |
|---|---------|
| Lyft fare (27.12mi, 46m 56s)  | \$32.89 |
| Tip   | \$6.58  |
|  Lyft Credits | -\$3.00 |
| <hr/>   |         |
|  Visa *      | \$36.47 |



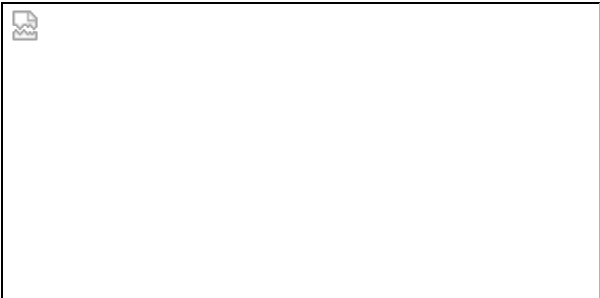
From:  
Sent: Friday, April 5, 2019 10:17 AM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: DFW Valet Parking Receipt

FYI

Neal

Begin forwarded message:

**From:** "DFW Valet" <dfwaiportvalet@gmail.com>  
**Date:** April 5, 2019 at 10:01:39 AM CDT  
**To:**  
**Subject: DFW Valet Parking Receipt**



**DFW**  
**PO BOX 610347**  
**DALLAS**  
**972-574-2407**  
**Thank you!**

**Ticket#:** 1951975  
**CheckIn D/T:** 04/04/19 12:59  
**CheckOut D/T:** 04/05/19 10:01  
**Duration Time:** 21h 01m  
**Plate#**  
**Make/Model:** LEXUS/RX350  
**Color:** BLACK

**Charge:** \$31.00  
**Tax:** \$2.56  
**Total:** \$33.56

**Card Type:** MasterCard  
**Account#** \*\*\*\*\*  
**Card Holder:** SMATRESK/NEAL J

**Ref#** 00700P

**Order#** 61659098842

**Total:** \$33.56

Â© AVPMÂ®



DFW

DONUT HOUSE  
1114 FORT WORTH DR  
DENTON TX 76205  
940-382-0273

Merchant ID: 890105026  
Term ID: 9498

## Phone Order

VISA

XXXXXXXXXXXX

Entry Method: Keyed

Apprvd: Online

Batch#: 000000

04/29/19

05:44:37

CVV2 Code: U

Inv#: 00000012

Appr Code: 008520

**Total: USD\$ 19.48**

I agree to pay above total amount  
according to card issuer agreement  
(Merchant agreement if credit voucher)

X \_\_\_\_\_

Customer Copy

I AGREE ON STORE RETURN POLICY  
AND ALL SALES ARE FINAL BY SIGNING ABOVE

**RECEIPT**

Rental Agreement Number: 407845502  
Vehicle Number: 90984810

**YOUR INFORMATION**

SMATRESK, NEAL  
WIZARD NUMBER: 4QB73B  
AVIS DISC: AVIS.COM LOGIN  
PAYMENT METHOD: VISA XX

**YOUR RENTAL**

Picked up: AUS  
Date/Time: APR 23, 2019@12:01PM  
Returned: AUS  
Date/Time: APR 24, 2019@07:38AM  
Veh Group: Subcompact  
Veh Charged: Subcompact  
Vehicle: HYUNDAI ACCENT  
Odometer Out: 5209  
Odometer In: 5225  
Fuel Reading: Full

**YOUR VEHICLE CHARGES**

|                               |              |
|-------------------------------|--------------|
| MINIMUM CHARGE                | 87.00        |
| DISCOUNT 5.0                  | 4.35         |
| <b>YOUR TIME AND MILEAGE:</b> | <b>82.65</b> |

**YOUR TAXABLE FEES**

|                         |      |
|-------------------------|------|
| **11.11% FEE            | 9.47 |
| CUST FAC CHARGE 5.95/DY | 5.95 |
| VEH LIC RECOUP 2.00/DY  | 2.00 |
| ENERGY RECOVERY 0.60/DY | .60  |

|                      |               |
|----------------------|---------------|
| <b>YOUR SUBTOTAL</b> | <b>100.67</b> |
| TAXABLE SUBTOT       | 15.10         |
| TAX 15.000%          |               |

**YOUR NON TAXABLE ITEMS**

|                        |             |
|------------------------|-------------|
| TOTAL CHARGES          | 115.77      |
| NET CHARGES            | USD 115.77  |
| <b>YOUR TOTAL DUE:</b> | <b>0.00</b> |

PAID ON VISA X  
\*\*CONCESSION RECOVERY FEE

**THANK YOU FOR RENTING WITH AVIS**

For inquiries or e-receipt visit  
[WWW.AVIS.COM](http://WWW.AVIS.COM)



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 407845502

RECEIPT

Your Information

|                          |                  |
|--------------------------|------------------|
| Customer Name:           | NEAL SMATRESK    |
| Wizard Number:           | **               |
| Avis Worldwide Discount: | AVIS.COM LOGIN   |
| Customer Status:         | PREFERRED/POINTS |
| Method of Payment:       | VISA XX          |

Your Vehicle Information

|                        |                    |
|------------------------|--------------------|
| Vehicle Number:        | 90984810           |
| Vehicle Group Rented:  | Subcompact         |
| Vehicle Group Charged: | Subcompact         |
| Vehicle Description:   | GRY HYUNDAI ACCENT |
| License Plate Number:  |                    |
| Odometer Out:          | 5209               |
| Odometer In:           | 5225               |
| Total Driven:          | 16                 |
| Fuel Reading:          | Out 8/8  In/8      |

Your Rental

|                   |   |
|-------------------|---|
| Pickup Date/Time: | APR 23,2019@12:01PM   |
| Pickup Location:  | 3819 PRESIDENTIAL BLVD<br>AUSTIN BERGSTROM INTL AIRPORT<br>AUSTIN,TX,78719,US<br>512-356-3510 |

|                   |   |  |
|-------------------|---|--|
| Return Date/Time: | APR 24,2019@7:38AM  | Additional fees may apply if changes are made to your return date, time and/or location. |
| Return Location:  | 3819 PRESIDENTIAL BLVD<br>AUSTIN BERGSTROM INTL AIRPORT<br>AUSTIN,TX,78719,US<br>512-356-3510 |  |
|                   |   |  |
|                   |   |  |

Your Vehicle Charges (MIN 1 DAY IF NOT MET DLY RT = 87.00 / MAX 26 HRS)

| Rate Chart:      | Free Miles: | Time and Mileage:             |
|------------------|-------------|-------------------------------|
| Miles: UNLIMITED |             | Your Discount:                |
| Hourly: 65.26    |             | MIN 1DY/VS/A 16FM = 87.00     |
| Ad'l day: 87.00  |             | Less 5.00% Discount = (-)4.35 |
| Period: 87.00    |             |                               |
|                  |             | Time and Mileage: 82.65       |

Your Optional Products/Services

|                          |      |
|--------------------------|------|
| Optional Services Total: | 0.00 |
|--------------------------|------|

Your Taxable Fees

|                                |        |
|--------------------------------|--------|
| 11.11% Concession Recovery Fee | 9.47   |
| CUSTOMER FACILITY CHG 5.95/D   | 5.95   |
| VEH LICENSE RECOUP 2.00/DY     | 2.00   |
| ENERGY RECOVERY FEE 0.60/DY    | .60    |
| Sub-total-Charges:             | 100.67 |
| TAX 15.000%                    | 15.10  |

Your Non-Taxable Products/Services

|                          |        |
|--------------------------|--------|
| Your Total Charges paid: | 115.77 |
| Prepayment               | 0.00   |

|                 |            |
|-----------------|------------|
| Net Charges:    | USD 115.77 |
| Your Total Due: | 0.00       |

Thank you for renting with Avis.  
For all other inquiries, please contact us at 1-800-352-7900 or [www.Avis.com](http://www.Avis.com).  
At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.  
THANK YOU FOR BEING A LOYAL AVIS CUSTOMER. PLEASE VISIT AVIS.COM FOR YOUR MOST RECENT POINT BALANCE. PLEASE ALLOW 72 HOURS FOR POINTS EARNINGS TO POST TO YOUR ACCOUNT.

Your vehicle was rented to you by 99996.      Your vehicle was checked in by DAN.

**Expense Report**

**Report Name : Travel to Boston for USU CADE**

---

**User Name :** Smatresk, Neal J.

**User ID :** 11012038

---

**Report Header**

**Policy :** Travel Policy

**Business Purpose :** Travel to USU CADE  
conference/mtg to represent  
UNT and meet with other  
USU university leaders

**Report Id :** 347E70FBEB464E47AEF1

**Report Date :** 06/27/2019

**Approval Status :** Not Submitted

**Currency :** US, Dollar

**\*Department :** Office of the President  
(100000)

**\*Project :** NONE (NONE)

**\*Fund Cat :** Designated Operating-  
Managed (200)

**\*Fund :** Designated Tuition (830001)

**\*Function :** Institutional Support (550)

**\*Program :** NONE (NONE)

**\*Purpose :** NONE (NONE)

**\*Site :** NONE (NONE)

**\*PC Business Unit :** NONE (NONE)

**\*Activity :** NONE (NONE)

**\*Report/Trip Purpose :** Conference Attendee  
(Conference Attendee)

**\*Final Report? :** Yes (Y)

**\*Does this trip contain personal travel? :** No (N)

---

**Airfare**

| Transaction<br>Date | Expense Type | Business Purpose | Vendor | City of<br>Purchase | Payment<br>Type | Amount |
|---------------------|--------------|------------------|--------|---------------------|-----------------|--------|
|---------------------|--------------|------------------|--------|---------------------|-----------------|--------|

|                              |                          |                                   |                      |                             |                         |               |
|------------------------------|--------------------------|-----------------------------------|----------------------|-----------------------------|-------------------------|---------------|
| 06/12/2019                   | Airfare                  | USU CADE Conf -<br>Smatresk       | American<br>Airlines | Boston                      | University<br>Paid      | \$721.76      |
| <b>Ground Transportation</b> |                          |                                   |                      |                             |                         |               |
| <b>Transaction<br/>Date</b>  | <b>Expense Type</b>      | <b>Business Purpose</b>           | <b>Vendor</b>        | <b>City of<br/>Purchase</b> | <b>Payment<br/>Type</b> | <b>Amount</b> |
| 06/29/2019                   | Ground<br>Transportation | USU CADE Conf -<br>Smatresk       | Lyft                 | Dallas                      | Out of<br>Pocket        | \$35.41       |
| 06/28/2019                   | Ground<br>Transportation | USU CADE Conference -<br>Smatresk | Lyft                 | Boston                      | Out of<br>Pocket        | \$15.97       |
| 06/26/2019                   | Ground<br>Transportation | USU CADE Conf -<br>Smatresk       | Lyft                 | Boston                      | Out of<br>Pocket        | \$20.26       |
| 06/26/2019                   | Ground<br>Transportation | USU CADE Conf -<br>Smatresk       | Lyft                 | Dallas                      | Out of<br>Pocket        | \$44.99       |

---

|   |          |
|---|----------|
| <b>Report Total :</b>                         | \$838.39 |
| <b>Personal Expenses :</b>                    | \$0.00   |
| <b>Total Amount Claimed :</b>                 | \$838.39 |
| <b>Amount Approved :</b>                      | \$838.39 |
| <b>University Disbursements</b>               |          |
| <b>Amount Due User :</b>                      | \$116.63 |
| <b>Amount Due University Card :</b>           | \$0.00   |
| <b>Total Paid By University :</b>             | \$838.39 |
| <b>User Disbursements</b>                     |          |
| <b>Amount Due University :</b>                | \$0.00   |
| <b>Amount Due University Card From User :</b> | \$0.00   |
| <b>Total Paid By User :</b>                   | \$0.00   |

---

From:  
Sent: Thursday, June 27, 2019 10:14 AM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your ride with James on June 26

Fyi  
  
Neal

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>  
Date: June 26, 2019 at 5:56:25 PM EDT  
To:  
Subject: Your ride with James on June 26



Thanks for riding with James!  
June 26, 2019 at 9:26 AM

Ride Details

|  |         |
|--|---------|
| Lyft fare (28.52mi, 34m 54s)   | \$41.73 |
| Tip  | \$6.26  |
|  10% off Mon. - Fri. | -\$3.00 |
| <hr/>  |         |
|  Visa *             | \$44.99 |



From:  
Sent: Wednesday, June 26, 2019 8:13 PM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your ride with Mohamed on June 26

Neal

Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>  
Date: June 26, 2019 at 6:31:21 PM EDT  
To:  
Subject: Your ride with Mohamed on June 26



Thanks for riding with Mohamed!  
June 26, 2019 at 6:04 PM

Ride Details

|   |         |
|---|---------|
| Lyft fare (5.73mi, 22m 32s)   | \$19.29 |
| Tip   | \$2.89  |
|  10% off Mon. - Fri. | -\$1.92 |
| <hr/>   |         |
|  Visa *             | \$20.26 |

**From:**  
**Sent:** Friday, June 28, 2019 1:11 PM  
**To:** Watts, Krista <Krista.Watts@unt.edu>  
**Subject:** [EXT] Fwd: Your ride with Jean on June 28

FYI

Neal


Begin forwarded message:

**From:** Lyft Ride Receipt <no-reply@lyftmail.com>  
**Date:** June 28, 2019 at 2:10:55 PM EDT  
**To:**  
**Subject:** Your ride with Jean on June 28



Thanks for riding with Jean!  
June 28, 2019 at 1:11 PM

Ride Details

|  |                |
|--|----------------|
| Lyft fare (3.55mi, 11m 42s)  | \$14.41        |
| Tip  | \$3.00         |
|  10% off Mon. - Fri. | -\$1.44        |
| <hr/>  |                |
|  Visa *             | <b>\$15.97</b> |

From  
Sent: Sunday, June 30, 2019 10:40 AM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your ride with Peter on June 28

Fyi  
  
Neal



Begin forwarded message:

From: Lyft Ride Receipt <no-reply@lyftmail.com>  
Date: June 29, 2019 at 8:00:34 PM CDT  
To:  
Subject: Your ride with Peter on June 28



Thanks for riding with Peter!  
June 28, 2019 at 7:26 PM

Ride Details

|   |                |
|---|----------------|
| Lyft fare (29.95mi, 33m 39s)  | \$38.41        |
|  10% off Mon. - Fri. | -\$3.00        |
|  Visa *            | <b>\$35.41</b> |

**Expense Report**

**Report Name : Meals Parking & Rentals - Smatre**

**User Name :** Smatresk, Neal J.

**User ID :** 11012038

**Report Header**

**Policy :** Travel Policy

**Business Purpose :** Various meeting meals, parking expenses, and car rentals during travels from Feb-May. Receipts supplied immediately following travel, but mistaken as TAC expenses.

**Report Id :** 4AF7D0984A904FDD96AB

**Report Date :** 06/28/2019

**Approval Status :** Not Submitted

**Currency :** US, Dollar

**\*Department :** Office of the President (100000)

**\*Project :** NONE (NONE)

**\*Fund Cat :** Designated Operating-Managed (200)

**\*Fund :** Designated Tuition (830001)

**\*Function :** Institutional Support (550)

**\*Program :** NONE (NONE)

**\*Purpose :** NONE (NONE)

**\*Site :** NONE (NONE)

**\*PC Business Unit :** NONE (NONE)

**\*Activity :** NONE (NONE)

**\*Report/Trip Purpose :** Meeting (Meeting)

**\*Final Report? :** Yes (Y)

**\*Does this trip contain personal travel? :** No (N)

**Car Rental**

| Transaction Date | Expense Type | Business Purpose                         | Vendor | City of Purchase | Payment Type  | Amount   |
|------------------|--------------|--|--------|------------------|---------------|----------|
| 02/20/2019       | Car Rental   | Car Rental - Legislative Sessions 021819 | Avis   | Austin           | Out of Pocket | \$163.43 |
| 02/13/2019       | Car Rental   | Car Rental - Legislative Sessions 021119 | Avis   | Austin           | Out of Pocket | \$265.29 |
| 02/06/2019       | Car Rental   | Car Rental - Legislative Sessions 020519 | Avis   | Austin           | Out of Pocket | \$156.30 |

**Ground Transportation**

| Transaction Date | Expense Type | Business Purpose | Vendor | City of Purchase | Payment Type | Amount |
|------------------|--------------|------------------|--------|------------------|--------------|--------|
|------------------|--------------|------------------|--------|------------------|--------------|--------|

|                         |                       |  |                     |                         |                     |               |
|-------------------------|-----------------------|--|---------------------|-------------------------|---------------------|---------------|
| 02/16/2019              | Ground Transportation | Lyft - Attend Alumni Event in SanAntonio | Lyft                | Denton                  | Out of Pocket       | \$13.84       |
| 02/15/2019              | Ground Transportation | Lyft - Attend Alumni Event in SanAntonio | Lyft                | Denton                  | Out of Pocket       | \$20.98       |
| <b>Lunch</b>            |                       |  |                     |                         |                     |               |
| <b>Transaction Date</b> | <b>Expense Type</b>   | <b>Business Purpose</b>                  | <b>Vendor</b>       | <b>City of Purchase</b> | <b>Payment Type</b> | <b>Amount</b> |
| 03/12/2019              | Lunch                 | Lunch Mtg 031219 - Patterson             | Denton Country Club | Denton                  | Out of Pocket       | \$29.18       |

---

|   |          |
|---|----------|
| <b>Report Total :</b>                         | \$649.02 |
| <b>Personal Expenses :</b>                    | \$0.00   |
| <b>Total Amount Claimed :</b>                 | \$649.02 |
| <b>Amount Approved :</b>                      | \$649.02 |
| <b>University Disbursements</b>               |          |
| <b>Amount Due User :</b>                      | \$649.02 |
| <b>Amount Due University Card :</b>           | \$0.00   |
| <b>Total Paid By University :</b>             | \$649.02 |
| <b>User Disbursements</b>                     |          |
| <b>Amount Due University :</b>                | \$0.00   |
| <b>Amount Due University Card From User :</b> | \$0.00   |
| <b>Total Paid By User :</b>                   | \$0.00   |

---

From:  
Sent: Sunday, February 17, 2019 12:11 PM  
To: Watts, Krista <Krista.Watts@unt.edu>  
Subject: [EXT] Fwd: Your ride with Rene on February 16

Neal


Begin forwarded message:

**From:** Lyft Ride Receipt <no-reply@lyftmail.com>  
**Date:** February 17, 2019 at 12:04:34 PM CST  
**To:**  
**Subject:** Your ride with Rene on February 16



Thanks for riding with Rene!  
February 16, 2019 at 11:42 AM

Ride Details

|  |                |
|--|----------------|
| Lyft fare (9.72mi, 17m 57s)  | \$13.84        |
|  Visa * | <b>\$13.84</b> |



- Pickup 11:42 AM  
249 S Alamo St, San Antonio, TX
- Drop-off 11:59 AM  
E Terminal Dr, San Antonio, TX

**This and every ride is carbon neutral**

**From:**  
**Sent:** Saturday, February 16, 2019 12:31 PM  
**To:** Watts, Krista <Krista.Watts@unt.edu>  
**Subject:** [EXT] Fwd: Your ride with Christian on February 15

FYI


Begin forwarded message:

**From:** Lyft Ride Receipt <no-reply@lyftmail.com>  
**Date:** February 15, 2019 at 5:46:20 PM CST  
**To:**  
**Subject:** Your ride with Christian on February 15



Thanks for riding with Christian!  
February 15, 2019 at 5:15 PM

Ride Details

|  |         |
|--|---------|
| Lyft fare (8.87mi, 28m 38s)  | \$17.48 |
| Tip  | \$3.50  |
| <hr/>  |         |
|  Visa * | \$20.98 |

?

----- Chit Details -----

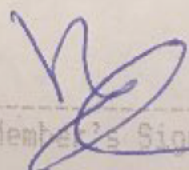
Member: [redacted] Neal Smatresk  
Server: Rachel  
Area: Ala Carte Dining  
Table#: 41                      Covers: 1  
Chit #: 30135389  
Date: Mar 12/19      Time: 1:19pm

|             |       |
|-------------|-------|
| Iced Tea    | 2.00  |
| Iced Tea    | 2.00  |
| The Club    | 10.00 |
| Turkey Cobb | 10.00 |

|                |       |
|----------------|-------|
| Sub-Total:     | 24.00 |
| Service Charge | 3.60  |
| Sales Tax      | 1.58  |

Chit Total: \$29.18

-----  
[redacted]  
-----  
Member's Number

-----  
  
-----  
Member's Signature

----- End of Chit -----





We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 363919942

RECEIPT

Your Information

Customer Name: NEAL SMATRESK  
Wizard Number: \*\*\*  
Avis Worldwide Discount: AVIS.COM LOGIN  
Customer Status: PREFERRED/POINTS  
Method of Payment: VISA

Your Vehicle Information

Vehicle Number: 90168610  
Vehicle Group Rented: Intermediate SUV  
Vehicle Group Charged: Intermediate SUV  
Vehicle Description: GRY KIA SPORTAGE 2WD  
License Plate Number:  
Odometer Out: 3939  
Odometer In: 3963  
Total Driven: 24  
Fuel Reading: Out 8/8| In/8

Your Rental

Pickup Date/Time: FEB 18,2019@4:07PM  
Pickup Location: 3819 PRESIDENTIAL BLVD  
AUSTIN BERGSTROM INTL AIRPORT  
AUSTIN,TX,78719,US  
512-356-3510

Return Date/Time: FEB 20,2019@10:35AM  
Return Location: 3819 PRESIDENTIAL BLVD  
AUSTIN BERGSTROM INTL AIRPORT  
AUSTIN,TX,78719,US  
512-356-3510

Additional fees may apply if changes are made to your return date, time and/or location.

Your Vehicle Charges (MIN 1 DAY )

| Rate Chart:      | Free Miles: | Time and Mileage:          |
|------------------|-------------|----------------------------|
| Miles: UNLIMITED |             | Your Discount:             |
| Hourly: 25.00    |             | 2 Ad'l Day @ 48.00 = 96.00 |
| Daily: 48.00     |             | Less 5.00% Discount = .00  |
| Ad'l day: 0.00   |             |                            |
| Weekly:          |             |                            |
| Monthly: .00     |             | Time and Mileage: 96.00    |

Your Optional Products/Services

Optional Services Total: 0.00

Your Taxable Fees

|                                |        |
|--------------------------------|--------|
| 11.11% Concession Recovery Fee | 13.02  |
| Fuel Service                   | 15.99  |
| CUSTOMER FACILITY CHG 5.95/D   | 11.90  |
| VEH LICENSE RECOUP 2.00/DY     | 4.00   |
| ENERGY RECOVERY FEE 0.60/DY    | 1.20   |
| Sub-total-Charges:             | 142.11 |
| TAX 15.000%                    | 21.32  |

Your Non-Taxable Products/Services

|                          |        |
|--------------------------|--------|
| Your Total Charges paid: | 163.43 |
| Prepayment               | 0.00   |

|                 |            |
|-----------------|------------|
| Net Charges:    | USD 163.43 |
| Your Total Due: | 0.00       |

Thank you for renting with Avis.  
For all other inquiries, please contact us at 1-800-352-7900 or www.Avis.com.  
At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.  
THANK YOU FOR BEING A LOYAL AVIS CUSTOMER. PLEASE VISIT AVIS.COM FOR YOUR MOST RECENT POINT BALANCE. PLEASE ALLOW 72 HOURS FOR POINTS EARNINGS TO POST TO YOUR ACCOUNT.  
Your vehicle was rented to you by ELISABETH. Your vehicle was checked in by DAN.



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 363878255

RECEIPT

Your Information

|                          |                  |
|--------------------------|------------------|
| Customer Name:           | NEAL SMATRESK    |
| Wizard Number:           | ***              |
| Avis Worldwide Discount: | AVIS.COM LOGIN   |
| Customer Status:         | PREFERRED/POINTS |
| Method of Payment:       | VISA             |

Your Vehicle Information

|                        |                     |
|------------------------|---------------------|
| Vehicle Number:        | 85565631            |
| Vehicle Group Rented:  | Standard SUV-5 Pass |
| Vehicle Group Charged: | Intermediate SUV    |
| Vehicle Description:   | SIL KIA SO7F FWD    |
| License Plate Number:  |                     |
| Odometer Out:          | 14363               |
| Odometer In:           | 14655               |
| Total Driven:          | 292                 |
| Fuel Reading:          | Out 8/8  In8/8      |

Your Rental

|                   |   |
|-------------------|---|
| Pickup Date/Time: | FEB 05,2019@2:31PM  |
| Pickup Location:  | 3819 PRESIDENTIAL BLVD<br>AUSTIN BERGSTROM INTL AIRPORT<br>AUSTIN,TX,78719,US<br>512-356-3510 |

|                   |                                    |  |
|-------------------|------------------------------------|--|
| Return Date/Time: | FEB 06,2019@3:25PM                 | Additional fees may apply if changes are made to your return date, time and/or location. |
| Return Location:  | 3819 PRESIDENTIAL BLVD             |  |
|                   | AUSTIN BERGSTROM INTL AIRPORT      |  |
|                   | AUSTIN,TX,78719,US<br>512-356-3510 |  |

Your Vehicle Charges (MIN 1 DAY IF NOT MET DLY RT = 64.00 / MAX 5 DAY)

| Rate Chart:      | Free Miles: | Time and Mileage:             |
|------------------|-------------|-------------------------------|
| Miles: UNLIMITED |             | Your Discount:                |
| Hourly: 48.01    |             | Period @ 112.01 = 112.01      |
| Ad'l day: 64.00  |             | Less 5.00% Discount = (-)5.60 |
| Period: 112.01   |             |                               |
|                  |             | Time and Mileage: 106.41      |

Your Optional Products/Services

|                          |      |
|--------------------------|------|
| Optional Services Total: | 0.00 |
|--------------------------|------|

Your Taxable Fees

|                                |        |
|--------------------------------|--------|
| 11.11% Concession Recovery Fee | 12.40  |
| CUSTOMER FACILITY CHG 5.95/D   | 11.90  |
| VEH LICENSE RECOUP 2.00/DY     | 4.00   |
| ENERGY RECOVERY FEE 0.60/DY    | 1.20   |
| Sub-total-Charges:             | 135.91 |
| TAX 15.000%                    | 20.39  |

Your Non-Taxable Products/Services

|                          |        |
|--------------------------|--------|
| Your Total Charges paid: | 156.30 |
| Prepayment               | 0.00   |

|                 |            |
|-----------------|------------|
| Net Charges:    | USD 156.30 |
| Your Total Due: | 0.00       |

Thank you for renting with Avis.  
For all other inquiries, please contact us at 1-800-352-7900 or [www.Avis.com](http://www.Avis.com).  
At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.  
THANK YOU FOR BEING A LOYAL AVIS CUSTOMER. PLEASE VISIT AVIS.COM FOR YOUR MOST RECENT POINT BALANCE. PLEASE ALLOW 72 HOURS FOR POINTS EARNINGS TO POST TO YOUR ACCOUNT.

Your vehicle was rented to you by 99996.      Your vehicle was checked in by ROBERT.



We are proud to feature a 100% smoke-free fleet!

RENTAL AGREEMENT NUMBER: 363897951

RECEIPT

Your Information

Customer Name: NEAL SMATRESK  
Wizard Number: \*\*\*  
Avis Worldwide Discount: AVIS.COM LOGIN  
Customer Status: PREFERRED/POINTS  
Method of Payment: VISA

Your Vehicle Information

Vehicle Number: 83208064  
Vehicle Group Rented: Standard SUV-5 Pass  
Vehicle Group Charged: Standard SUV-5 Pass  
Vehicle Description: RED KIA SOR2 FWD  
License Plate Number:  
Odometer Out: 36519  
Odometer In: 36540  
Total Driven: 21  
Fuel Reading: Out 8/8| In/8

Your Rental

Pickup Date/Time: FEB 11,2019@3:51PM  
Pickup Location: 3819 PRESIDENTIAL BLVD  
AUSTIN BERGSTROM INTL AIRPORT  
AUSTIN,TX,78719,US  
512-356-3510

Return Date/Time: FEB 13,2019@6:24PM  
Return Location: 3819 PRESIDENTIAL BLVD  
AUSTIN BERGSTROM INTL AIRPORT  
AUSTIN,TX,78719,US  
512-356-3510

Additional fees may apply if changes are made to your return date, time and/or location.

Your Vehicle Charges (MIN 2 DAY IF NOT MET DLY RT = 49.00 / MAX 98 HRS)

| Rate Chart:      | Free Miles: | Time and Mileage:          |
|------------------|-------------|----------------------------|
| Miles: UNLIMITED |             | Your Discount:             |
| Hourly: 36.76    |             | 1 Ad'l Day @ 49.00 = 49.00 |
| Ad'l day: 49.00  |             | Period @ 134.76 = 134.76   |
| Period: 134.76   |             |                            |
|                  |             | Time and Mileage: 183.76   |

Your Optional Products/Services

Optional Services Total: 0.00

Your Taxable Fees

|                                |        |
|--------------------------------|--------|
| 11.11% Concession Recovery Fee | 21.28  |
| CUSTOMER FACILITY CHG 5.95/D   | 17.85  |
| VEH LICENSE RECOUP 2.00/DY     | 6.00   |
| ENERGY RECOVERY FEE 0.60/DY    | 1.80   |
| Sub-total-Charges:             | 230.69 |
| TAX 15.000%                    | 34.60  |

Your Non-Taxable Products/Services

|                          |        |
|--------------------------|--------|
| Your Total Charges paid: | 265.29 |
| Prepayment               | 0.00   |

|                 |            |
|-----------------|------------|
| Net Charges:    | USD 265.29 |
| Your Total Due: | 0.00       |

Thank you for renting with Avis.  
For all other inquiries, please contact us at 1-800-352-7900 or www.Avis.com.  
At Avis, we are committed to providing you with the best rental experience in the industry. We are in the business of treating people like people.  
THANK YOU FOR BEING A LOYAL AVIS CUSTOMER. PLEASE VISIT AVIS.COM FOR YOUR MOST RECENT POINT BALANCE. PLEASE ALLOW 72 HOURS FOR POINTS EARNINGS TO POST TO YOUR ACCOUNT.  
Your vehicle was rented to you by ROSALINDA. Your vehicle was checked in by ROBERT.

# UNT

# SYSTEM

## Business Unit

- ☐ UNT System (SY769)  
☐ UNT Health Science Center (HS763)  
☒ UNT Denton (NT752)  
☐ UNT Dallas (DL773)

UNT TRAVEL OFFICE - untsystem.edu/travel 940-369-5500  
 Email this form to travelvouchers@untsystem.edu

☒ Individual Travel

☐ Team Travel(Roster)

Traveler Name  
 Street Address  
 City / State / Zip  
 EmplID  
 Title  
 Headquarters

Neal Smatresk  
 11012038  
 President  
 UNT Denton

Prepared By: Krista Watts  
 Phone #: 940-565-3624

Date: 7/11/2018

Payment Routing: EFT

## Trip Dates:

Start: 06/03/18 End: 06/04/18

## Destination

DFW Airport

## Purpose of Travel & Mileage Record

\*Please provide a to and from location when claiming mileage. Odometer readings are allowed as well.

| Items to be expensed                | USE ACCOUNT DETAIL SHEET |        |        |
|-------------------------------------|--------------------------|--------|--------|
|                                     | 1                        | 2      | 3      |
| Airfare                             |                          |        |        |
| Rental Car                          |                          |        |        |
| Ground Transportation               |                          |        |        |
| Mileage 0.00 miles @ \$ 0.545       | \$0.00                   |        |        |
| Meals                               | \$0.00                   |        |        |
| Lodging                             | \$209.00                 |        |        |
| Lodging Tax                         | \$14.63                  |        |        |
| Parking                             |                          |        |        |
| Registration Fee                    |                          |        |        |
| Telephone/Internet Charge           |                          |        |        |
| Other:                              |                          |        |        |
| Other:                              |                          |        |        |
| Travel Expenses                     | \$223.63                 | \$0.00 | \$0.00 |
| Less Advance Received               |                          |        |        |
| LIMIT: Reduce total by this amount: |                          |        |        |
| Total Reimbursement Due Traveler    | \$223.63                 | \$0.00 | \$0.00 |

| Date               | Duties Performed  | Mileage             |
|--------------------|---|---------------------|
| 06/03/18           | Traveled to the Grand Hyatt DFW to attend a members dinner for Conference USA, then attended a day of CUSA meetings at the Hyatt DFW. Mileage covered on monthly mileage report. Expected hotel to be covered by conference, thus a TBA was not completed. Only cost for travel is the hotel expense. Occupancy tax refunded directly to Dr. Smatresk, so only \$223.63 |                     |
| Cont Pg Miles      | 0.00  | Mileage Total: 0.00 |
| Date (s)           | Meals   | Lodging             |
| 06/03/18           |   | 209.00              |
|                    |   | Lodging Tax         |
|                    |   | 14.63               |
| Sub-totals         | 0.00  | 209.00              |
| Continuation sheet | 0.00  | 0.00                |
| Totals             | 0.00  | 209.00              |

I certify that the information provided on this document is true and correct.

Traveler print name: Neal Smatresk  
 Signature: *[Signature]* Date: 7/13/18  
 Supervisor print name: Lesa Roe  
 Signature: *[Signature]* Date: 7/24/18  
 Account/ Fund holder print name: same as traveler  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Account/ Fund holder print name: Ruby Raines  
 Signature: *[Signature]* Date: 7/27/18  
 Additional approval: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 12/15/2017

## Account Detail Sheet

links: [Information on the new Chart of Accounts](#)

Traveler name: Neal Smatresk

Crosswalk available on COA website

[illegible]

\*Required account information      \*\*Also required if a ProjID

NOTES:



**Grand Hyatt DFW**  
2337 South International Parkway  
Dallas, TX 75261  
Tel: 972.973.1234  
Fax: 972.973.1299  
<http://dfw.grand.hyatt.com>

INVOICE

Neal Smatresk

United States

Confirmation No. 400007601  
Group Name CONFERENCE USA  
Booking No. 32KZ4CZ5

Room No. 0326  
Arrival 06-03-18  
Departure 06-04-18  
Folio Window 1  
Folio No. 713411

| Date         | Description            | Charges           | Credits |
|--------------|------------------------|-------------------|---------|
| 06-03-18     | Group Room             | 209.00            |         |
| 06-03-18     | City Occupancy Tax 7%  | 14.63             |         |
| 06-03-18     | State Occupancy Tax 6% | <del>12.54</del>  |         |
| 06-04-18     | Visa                   |                   | 236.17  |
|              |                        | <b>223.63</b>     |         |
| <b>Total</b> |                        | <del>236.17</del> | 236.17  |

Guest Signature

**Balance**

0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

It is our endeavor to exceed your expectations. We welcome your feedback and comments. Simply e-mail Chris Carter at: [Chris.Carter@hyatt.com](mailto:Chris.Carter@hyatt.com)

**World of Hyatt Summary**

No Membership to be credited

Join World of Hyatt today and start earning points for stays, dining and more. Visit [www.worldofhyatt.com](http://www.worldofhyatt.com)

Thank you for choosing the Grand Hyatt DFW.  
For future stays, please use SKYLINK to travel to Terminal D.

Please remit payment to:  
Grand Hyatt Dallas Fort Worth  
PO Box 974413  
DFW Airport, TX 75397

For inquiries concerning your bill please call 888-587-4589.

For best rates available, please visit us at <http://dfw.grand.hyatt.com>

*Hotel stay for Conference USA dinner, & day of meetings on next day*





SYSTEM

**Business Unit**

- ☐ UNT System (SY769)  
☐ UNT Health Science Center (HS763)  
☒ UNT Denton (NT752)  
☐ UNT Dallas (DL773)

UNT TRAVEL OFFICE - untsystem.edu/travel 940-369-5500  
Email this form to travelvouchers@untsystem.edu

☒ Individual Travel

☐ Team Travel(Roster)

Traveler Name  
 Street Address  
 City / State / Zip  
 EmplID  
 Title  
 Headquarters

Neal Smatresk  
  
 11012038  
 President  
 UNT Denton

Prepared By: Krista Watts  
 Phone #: 940-565-3624

Date: 7/11/2018

Payment Routing: Mail Check

Trip Dates:

Start: 06/10/18 End: 06/14/18

Destination  
New Orleans & San Antonio

**Purpose of Travel & Mileage Record**

\*Please provide a to and from location when claiming mileage. Odometer readings are allowed as well.

| Items to be expensed                | USE ACCOUNT DETAIL SHEET |        |        | Date               |      | Duties Performed  |  | Mileage     |  |
|-------------------------------------|--------------------------|--------|--------|--------------------|------|---|--|-------------|--|
|                                     | 1                        | 2      | 3      |                    |      |   |  |             |  |
| Airfare                             |                          |        |        | 06/10/18           |      | Traveled from DFW to New Orleans to attend portion of NASPA conference.         |  |             |  |
| Rental Car                          |                          |        |        | 06/11/18           |      | Traveled directly to San Antonio for SACSCOC conference.                        |  |             |  |
| Ground Transportation               | \$139.34                 | ✓      |        | 06/11/18           |      | Lyft ride from New Orleans airport to conference hotel = \$37.10                |  |             |  |
| Mileage 0.00 miles @ \$ 0.545       | \$0.00                   |        |        | 06/11/18           |      | Lyft ride from hotel to New Orleans airport to go to San Antonio = \$32.38      |  |             |  |
| Meals                               | \$0.00                   |        |        | 06/11/18           |      | Lyft ride from San Antonio airport to conference hotel (paid by SACS) = \$18.28 |  |             |  |
| Lodging                             | \$0.00                   |        |        | 06/14/18           |      | Lyft ride from hotel to San Antonio airport to return to DFW = \$14.31          |  |             |  |
| Lodging Tax                         | \$0.00                   |        |        | 06/14/18           |      | Lyft ride from DFW to home upon return from trip = \$37.27                      |  |             |  |
| Parking                             |                          |        |        | Cont Pg Miles      | 0.00 | Mileage Total:  |  | 0.00        |  |
| Registration Fee                    |                          |        |        | Date (s)           |      | Meals   |  | Lodging     |  |
| Telephone/Internet Charge           |                          |        |        |                    |      |   |  | Lodging Tax |  |
| Other:                              |                          |        |        |                    |      |   |  |             |  |
| Other:                              |                          |        |        |                    |      |   |  |             |  |
| Travel Expenses                     | \$139.34                 | \$0.00 | \$0.00 |                    |      |   |  |             |  |
| Less Advance Received               |                          |        |        | Sub-totals         |      | 0.00  |  | 0.00        |  |
| LIMIT: Reduce total by this amount: |                          |        |        | Continuation sheet |      | 0.00  |  | 0.00        |  |
| Total Reimbursement Due Traveler    | \$139.34                 | \$0.00 | \$0.00 | Totals             |      | 0.00  |  | 0.00        |  |

I certify that the information provided on this document is true and correct.

|   |  |
|---|--|
| Traveler print name: Neal Smatresk                | Account/ Fund holder print name: Ruby Raines |
| Signature:  Date: 7/12/18                         | Signature:  Date: 7/27/18                    |
| Supervisor print name: Lesa Roe                   | Additional approval:                         |
| Signature:  Date: 7/23/18                         | Signature: _____ Date: _____                 |
| Account/ Fund holder print name: same as traveler | Additional approval:                         |
| Signature: _____ Date: _____                      | Signature: _____ Date: _____                 |

## Account Detail Sheet

links:

Information on the new Chart of Accounts

Traveler name: Neal Smatresk

Crosswalk available on COA website

[illegible]

\*Required account information      \*\*Also required if a ProjID

NOTES:

All other travel expenses related to New Orleans/San Antonio trip covered on TAC, mileage report, or covered by SACSCOC directly.



**Watts, Krista**

---

**From:**  
**Sent:** Sunday, June 10, 2018 5:05 PM  
**To:** Watts, Krista  
**Subject:** [EXT] Fwd: Your ride with Sung on June 10

Neal

Begin forwarded message:

**From:** Lyft Ride Receipt <[no-reply@lyftmail.com](mailto:no-reply@lyftmail.com)>  
**Date:** June 10, 2018 at 4:43:46 PM CDT  
**To:**  
**Subject:** Your ride with Sung on June 10  
**Reply-To:** Lyft <[no-reply@lyft.com](mailto:no-reply@lyft.com)>



Thanks for riding with Sung!

June 10, 2018 at 4:18 PM

**Ride Details**

|  |                |
|--|----------------|
| Lyft fare (15.86mi, 24m 7s)  | \$30.40        |
| Minimum airport fare   | \$2.60         |
| Tip  | \$10.00        |
|  Lyft Credits | -\$5.90        |
|  Visa *       | <b>\$37.10</b> |

**This and every ride is carbon neutral**

⊕ Tip driver

🔍 Find lost item

🔗 Request review

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Receipt #1144012684879272250

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San Francisco, CA 94107



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**Watts, Krista**

---

**From:**  
**Sent:** Monday, June 11, 2018 4:50 PM  
**To:** Watts, Krista  
**Subject:** [EXT] Fwd: Your ride with Abdelkader on June 11

Neal

Begin forwarded message:

**From:** Lyft Ride Receipt <[no-reply@lyftmail.com](mailto:no-reply@lyftmail.com)>  
**Date:** June 11, 2018 at 4:44:55 PM CDT  
**To:**  
**Subject:** Your ride with Abdelkader on June 11  
**Reply-To:** Lyft <[no-reply@lyft.com](mailto:no-reply@lyft.com)>



Thanks for riding with Abdelkader!

June 11, 2018 at 12:48 PM

**Ride Details**

Since you updated your stop or destination, your fare reflects actual time and distance

[Learn more](#)

|                      |         |
|----------------------|---------|
| Base fare            | \$1.35  |
| 25m 46s              | \$5.41  |
| 15.27 mi             | \$15.73 |
| Service fee          | \$2.30  |
| New Orleans City Fee | \$0.50  |
| Minimum airport fare | \$7.71  |

Get Business Profile

⊕ Tip driver

🔍 Find lost item

👤 Request review

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Receipt #1144330587927577916

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**Watts, Krista**

---

**From:**  
**Sent:** Monday, June 11, 2018 5:44 PM  
**To:** Watts, Krista  
**Subject:** [EXT] Fwd: Your ride with Joseph on June 11

Neal

Begin forwarded message:



**From:** Lyft Ride Receipt <[no-reply@lyftmail.com](mailto:no-reply@lyftmail.com)>  
**Date:** June 11, 2018 at 5:43:11 PM CDT  
**To:**  
**Subject:** Your ride with Joseph on June 11  
**Reply-To:** Lyft <[no-reply@lyft.com](mailto:no-reply@lyft.com)>



Thanks for riding with Joseph!

June 11, 2018 at 4:49 PM

**Ride Details**

|  |                |
|--|----------------|
| Lyft fare (9.41mi, 15m 2s)   | \$16.28        |
| Tip  | \$5.00         |
|  Lyft Credits | -\$3.00        |
|  Visa *       | <b>\$18.28</b> |

**This and every ride is carbon neutral**

⊕ Tip driver

🔍 Find lost item

🗣️ Request review

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Receipt #1144392035510069888

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**Watts, Krista**

---

**From:**  
**Sent:** Thursday, June 14, 2018 4:18 PM  
**To:** Watts, Krista  
**Subject:** [EXT] Fwd: Your ride with Eugene on June 14

Fyi

Neal

Begin forwarded message:



**From:** Lyft Ride Receipt <[no-reply@lyftmail.com](mailto:no-reply@lyftmail.com)>  
**Date:** June 14, 2018 at 3:45:08 PM CDT  
**To:**  
**Subject:** Your ride with Eugene on June 14  
**Reply-To:** Lyft <[no-reply@lyft.com](mailto:no-reply@lyft.com)>



Thanks for riding with Eugene!

June 14, 2018 at 10:44 AM

**Ride Details**

|  |                |
|--|----------------|
| Lyft fare (9.45mi, 12m 30s)  | \$14.16        |
| Tip  | \$3.00         |
|  Lyft Credits | -\$2.85        |
| <hr/>  |                |
|  Visa *       | <b>\$14.31</b> |

**This and every ride is carbon neutral**

⊕ Tip driver

🔍 Find lost item

🔗 Request review

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Receipt #1145411756686268648

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**Watts, Krista**

---

**From:** Neal Smatresk  
**Sent:** Friday, June 15, 2018 8:19 PM  
**To:** Watts, Krista  
**Subject:** [EXT] Fwd: Your ride with José on June 14

FYI

Begin forwarded message:



**From:** Lyft Ride Receipt <[no-reply@lyftmail.com](mailto:no-reply@lyftmail.com)>  
**Date:** June 14, 2018 at 4:57:24 PM CDT  
**To:**  
**Subject:** Your ride with José on June 14  
**Reply-To:** Lyft <[no-reply@lyft.com](mailto:no-reply@lyft.com)>



Thanks for riding with José!

June 14, 2018 at 3:51 PM

**Ride Details**

|  |                |
|--|----------------|
| Lyft fare (27.08mi, 44m 51s)   | \$40.41        |
| Tip  | \$5.00         |
|  Lyft Credits | -\$8.14        |
|  Visa *       | <b>\$37.27</b> |

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⊕ Tip driver

🔍 Find lost item

🔍 Request review

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Receipt #1145489873153563448

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## Account Detail Sheet

links:

[Information on the new Chart of Accounts](#)

Traveler name: Neal Smatresk

Crosswalk available on COA website

[illegible]

\*Required account information      \*\*Also required if a ProjID

NOTES:

All other travel for this trip was applied to the TAC card



**Watts, Krista**

---

**From:**  
**Sent:** Friday, June 1, 2018 7:23 AM  
**To:** Watts, Krista  
**Subject:** [EXT] Fwd: Your ride with Jones on May 31

Neal

Begin forwarded message:


**From:** Lyft Ride Receipt <[no-reply@lyftmail.com](mailto:no-reply@lyftmail.com)>  
**Date:** June 1, 2018 at 6:53:21 AM CDT  
**To:**  
**Subject:** Your ride with Jones on May 31



Thanks for riding with Jones!

May 31, 2018 at 6:13 AM

**Ride Details**

|   |                |
|---|----------------|
| Lyft fare (27.84mi, 39m 35s)  | \$38.99        |
|  25% off Mon. - Fri. | -\$5.00        |
|  Visa *              | <b>\$33.99</b> |

**This and every ride is carbon neutral**



[Learn more](#)

- Pickup 6:13 AM  
2343 S International Pkwy, Grapevine, TX
- Drop-off 6:52 AM



## Make expensing business rides easy

Enable business profile on Lyft to make expensing rides quick and easy.

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🔍 Find lost item

🔍 Request review

[Pricing FAQ](#) · [Help Center](#)

Receipt #1140146533851543616

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